



## **Recruitment Notice**

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Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

**Position:** Buyer  
**Requisition:** 15-002  
**Department:** Procurement  
**Position #:** 0012-001  
**Opening Date:** January 13, 2015  
**Closing Date:** January 27, 2015 or until filled  
**FLSA Status:** Non-Exempt  
**Hourly Pay Range:** \$21.65 per hour - \$27.06 per hour

### **GENERAL DESCRIPTION**

This is specialized procurement work in the purchase of commodities, services and technical items for use by City departments. Emphasis of the work is on developing specifications for informal and formal bids, analyzing requisitions for purchases, preparing informal bid documents, bid evaluation, enforcing competitive procedures in accordance with established legal procedural requirements, preparing and issuing purchase orders, and communicating with vendors and departmental officials. Independent judgment is exercised in the preparation and issuance of informal solicitations and in the handling of complete procurement transactions for assigned departments or groupings and includes problem solving and troubleshooting.

**ESSENTIAL JOB FUNCTION:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Analyzes purchase requisitions for completeness, compliance with ordinances and policies, and prepares purchase orders.

Performs various contract administration functions such as the preparation of change orders, and providing assistance to departments with resolution of vendor performance issues.

Responsible for the development, issue, and award of informal and formal bids for single purchases and annual contracts, within authority level.

Verifies sole source purchases and maintains records of same.

Assists departments in the development of specifications.

Assists in bid openings, tabulations and award recommendations.

Prepares correspondence and prepares interviews with salesmen and vendors regarding bids, products, and services.

Researches and utilizes other governmental contracts to procure goods and services.

Assists in contract administration including tracking vendor performance and purchase orders issued against citywide contracts to ensure aggregate amount does not exceed amount authorized by City Council and making recommendations to exclude vendors from future bid solicitations due to unsatisfactory vendor performance.

Visits user departments to assess operational and procurement needs.

Performs other related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities:**

Considerable knowledge of procurement principles, practices, laws and regulations governing public purchasing. Knowledge of specifications, grades, qualities and supplies sources and market factors for procuring for a police department. Knowledge using database software, internet, spreadsheet and word processing software.

Ability to establish and maintain effective working relationships with the public administrative officials and vendors. Ability to communicate effectively both orally and in writing. Ability to analyze and process a large volume of purchasing requests on a timely basis.

#### **Education & Experience Requirements:**

Bachelor's degree in Business Administration, Public Administration or related field with two (2) years of professional public purchasing experience for a centralized purchasing department and the ability to obtain a CPPB (Certified Public Purchasing Buyer), CPPO (Certified Public Purchasing Officer) or CPM (Certified Purchasing Manager) from a Procurement Board or Council within 24 months of employment.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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Verifies sole source purchases and maintains records of same.

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Assists in bid openings, tabulations and award recommendations.

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Researches and utilizes other governmental contracts to procure goods and services.

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**FLSA Status:** Non-Exempt  
**Hourly Pay Range:** \$21.65 per hour - \$27.06 per hour

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Assists in bid openings, tabulations and award recommendations.

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**Position:** Buyer  
**Requisition:** 15-002  
**Department:** Procurement  
**Position #:** 0012-001  
**Opening Date:** January 13, 2015  
**Closing Date:** January 27, 2015 or until filled  
**FLSA Status:** Non-Exempt  
**Hourly Pay Range:** \$21.65 per hour - \$27.06 per hour

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Processes confidential matters as required.

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Establishes and maintains effective internal and external customer relationships.

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Performs various contract administration functions such as the preparation of change orders, and providing assistance to departments with resolution of vendor performance issues.

Responsible for the development, issue, and award of informal and formal bids for single purchases and annual contracts, within authority level.

Verifies sole source purchases and maintains records of same.

Assists departments in the development of specifications.

Assists in bid openings, tabulations and award recommendations.

Prepares correspondence and prepares interviews with salesmen and vendors regarding bids, products, and services.

Researches and utilizes other governmental contracts to procure goods and services.

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#### **Knowledge, Skills and Abilities:**

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Ability to establish and maintain effective working relationships with the public administrative officials and vendors. Ability to communicate effectively both orally and in writing. Ability to analyze and process a large volume of purchasing requests on a timely basis.

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**ESSENTIAL JOB FUNCTION:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Analyzes purchase requisitions for completeness, compliance with ordinances and policies, and prepares purchase orders.

Performs various contract administration functions such as the preparation of change orders, and providing assistance to departments with resolution of vendor performance issues.

Responsible for the development, issue, and award of informal and formal bids for single purchases and annual contracts, within authority level.

Verifies sole source purchases and maintains records of same.

Assists departments in the development of specifications.

Assists in bid openings, tabulations and award recommendations.

Prepares correspondence and prepares interviews with salesmen and vendors regarding bids, products, and services.

Researches and utilizes other governmental contracts to procure goods and services.

Assists in contract administration including tracking vendor performance and purchase orders issued against citywide contracts to ensure aggregate amount does not exceed amount authorized by City Council and making recommendations to exclude vendors from future bid solicitations due to unsatisfactory vendor performance.

Visits user departments to assess operational and procurement needs.

Performs other related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities:**

Considerable knowledge of procurement principles, practices, laws and regulations governing public purchasing. Knowledge of specifications, grades, qualities and supplies sources and market factors for procuring for a police department. Knowledge using database software, internet, spreadsheet and word processing software.

Ability to establish and maintain effective working relationships with the public administrative officials and vendors. Ability to communicate effectively both orally and in writing. Ability to analyze and process a large volume of purchasing requests on a timely basis.

#### **Education & Experience Requirements:**

Bachelor's degree in Business Administration, Public Administration or related field with two (2) years of professional public purchasing experience for a centralized purchasing department and the ability to obtain a CPPB (Certified Public Purchasing Buyer), CPPO (Certified Public Purchasing Officer) or CPM (Certified Purchasing Manager) from a Procurement Board or Council within 24 months of employment.

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Must possess a valid Florida Driver's License and maintain a satisfactory driving record throughout employment.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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18605 NW 27 Avenue, First Floor, Suite 126 East  
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Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

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**Position:** Buyer  
**Requisition:** 15-002  
**Department:** Procurement  
**Position #:** 0012-001  
**Opening Date:** January 13, 2015  
**Closing Date:** January 27, 2015 or until filled  
**FLSA Status:** Non-Exempt  
**Hourly Pay Range:** \$21.65 per hour - \$27.06 per hour

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